

Subcommittee on Commerce, Justice, Science and Related Agencies

**Outside Witness Testimony Instructions
FY 2011 Appropriations**

GUIDELINES

Format:

- Testimony (and supporting material) should be a **maximum** of four (4) pages, on 8 ½ x 11 paper, single sided, single spaced, and have a 1” margin.
- Do not include a cover page. At the top of the first page list the name of the organization submitting testimony, the subcommittee for which the testimony has been prepared, and the Department and/or Agency the testimony is addressing.

Delivery:

- Please e-mail testimony to cjs@appro.senate.gov with the subject line “OWT.” We will only accept testimony formatted in Microsoft word. Please **DO NOT SEND PDF** files. Electronic submission only, testimony sent via the US mail or by Fax will not be accepted.
- Include contact information (phone, fax, e-mail, and address).

Deadline:

- All material must be received no later than the close of business on **Friday, April 2, 2010**. This deadline will be strictly enforced.

Thank you.

Subcommittee on Commerce, Justice, Science and Related Agencies
Committee on Appropriations
United States Senate, SD-142
Washington, DC 20510
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